

## GOVERNOR

As Governor, you are the **vital link in the chain** between the **Northwest Federal Employees' Association (NFEA)** and the members in your service area. Your members will look to you for information. Often, their level of activity in the **Associates** will relate directly to how well you communicate with them, and them with you. By attending the monthly meetings, you will provide continuity and make an impression on behalf of our organization. Through you, members will know the benefits available to them and the opportunities for them to participate actively in their Employees Association.

2 to 3 hours a month

---

## OFFICERS

### President:

***Only members with experience on the Governing Body or as Program Chairperson shall be eligible for election as President.***

The President shall be the chief executive officer responsible for administering policies established by the Governing Body, shall execute legal documents authorized by the Governing Body, and shall preside at all meetings of the Governing Body and the general membership. With the approval of the Executive Committee he/she shall make the appointments, as provided in Article II, Section (3) of the Constitution. Any vacancy in office, unless otherwise provided, shall be filled by the President with the approval of a majority of the Governing Body.

12 to 20 hours a month

~~~~~

### Vice-president:

The Vice-president shall serve in the event of the absence or disability of the President. He/She shall be responsible for maintaining liaison between the parent organization and the Chapters either by direct or delegated field representation, and shall promote a working relationship that will be of mutual benefit.

5 to 6 hours a month

~~~~~

**Secretary:**

The Secretary shall record accurate minutes of the proceedings of all meetings, maintain the official files and records of the Associates, and perform other functions usually assigned to such office. The Secretary shall serve as President in the event of the absence or disability of both the President and Vice-president.

5 to 6 hours a month

~~~~~

**Treasurer:**

The Treasurer shall be responsible for all funds received by her/him and for disbursement authorized by the Governing Body. He/She shall submit a financial report at each regular monthly meeting and on any other occasion requested by the President. The Treasurer, other officers authorized to sign checks and the Assistant Treasurer, shall be bonded in a sum, as determined appropriate by the Governing Body, during their terms of Office, and the fee for such bonds shall be paid from the funds of the Associates. The Treasurer shall serve as President in the event of the absence or disability of the President, Vice-president, and Secretary.

***Also have knowledge of the computer program of Quicken 2001. If not be willing to learn from the present Treasurer.***

5 to 6 hours a month

~~~~~